

SANDY CITY APPROVED CLASS SPECIFICATIONS

I. Position Title: Assistant Controller

Revision Date: 03/07
EEO Code: Professional
Status: Exempt
Control No: 30359

II. Summary Statement of Position:

Under the general supervision and direction of the Controller, performs accounting and financial reporting activities and supervises utility billing personnel.

III. Essential Duties and Responsibilities:

- Supervise and coordinate the daily functions of the Utility Billing personnel.
- Review utility billing charges and adjustments.
- Provide information to the independent auditors during yearly audit.
- Assist in the preparation of the CAFR.
- Thoroughly understand and train the Accountants and the General Ledger Intern in their essential job duties.

IV. Marginal Duties:

- Perform general accounting duties as needed
- Prepare and provide information for budgeting.
- Perform other duties as assigned.

V. Qualifications:

Education: Bachelor's degree in accounting or related field.

Experience: Three years of governmental accounting experience; may substitute year for year any equivalent combination of experience and education.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: General and governmental accounting principles and practices; payroll practices; general office procedures; City Ordinances; personnel, tax, and payroll laws; correct English usage, vocabulary, spelling and arithmetic; general principles of management and supervision.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, money, and tools. Supervision of Utility Billing personnel.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; contact with other department, requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer (spreadsheet and word processing), mainframe, 10-key, printer, copier, and telephone system.

Analytical Ability: Follow verbal and written instructions; prioritize tasks; establish effective work relationships with employees and the public; records management skills; apply complex concepts to the solution of problems.

VI. Working Conditions:

Great mental effort is required daily; a moderate amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; regular attendance and occasional overtime is necessary in this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.